

4 Sep 98

CEHR-E

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS AND
USACE STAFF PRINCIPALS

SUBJECT: Second Revision of Implementing Instructions for the General Schedule Supervisory Guide (GSSG)

1. Reference memorandum, CEHR-E, dated 10 Aug 95, subject: Revised Implementing Instructions for the General Schedule Supervisory Guide (GSSG).
2. Enclosed is the second revision to the 1994 HQUSACE Implementing Instructions for the GSSG. The implementing instructions were reviewed and approved by DA and DOD and represent Corps of Engineer interpretation of the GSSG. They are not intended to duplicate guidance provided by DOD and DA. This revision reflects the latest guidance on Factor 3 found in the OPM DIGEST OF SIGNIFICANT CLASSIFICATION DECISIONS AND OPINIONS, Number 21, dated June 1998.
3. Our previous guidance allowed credit for Level 3-3a or Level 3-4a at MSC and HQUSACE if the supervisor carried out the minimum supervisory and managerial authorities at Level 3-1 for a subordinate staff and exercised the managerial authorities at Level 3-3a or Level 3-4a. The latest OPM guidance precludes crediting Level 3-3a or Level 3-4a on the basis of providing program guidance and oversight to district operating programs. Because the district operating programs are not in the MSC/HQUSACE supervisor's direct chain of command, these "subordinate organizational units" do not reflect the exercise of direct managerial authority found at Level 3-3a and Level 3-4a. This change will cause a reduction in total points credited for some supervisors at MSC and HQUSACE. Depending on total points assigned, some positions may be downgraded. However, initial indications are that there will be minimal impact on MSC/HQUSACE positions.
4. This guidance is effective immediately. Managers should review all MSC/HQUSACE job descriptions to determine whether Factor 3 needs to be changed based on this updated guidance. Those requiring changes should be forwarded to your Human Resources Office or Civilian Personnel Advisory Center for processing. Point of contact for this action is Millie Edwards, 202-761-1798.

FOR THE COMMANDER:

/S/

Encl

SUSAN DUNCAN
Director of Human Resources

CF:
DIVISION/DISTRICT HROs
CPOCs